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MASON TRANSIT AUTHORITY

The attached minutes of the Mason Transit Authority regular meeting held on the 17th day of May, 2022 were approved by the Mason Transit Authority Board, by motion, on this 21st day of June, 2022.

DocuSigned by:
Sandy Tarzwell
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Sandy Tarzwell, Chair

DocuSigned by:
John Campbell
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John Campbell, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
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Cyndy Brehmeyer, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
Randy Neatherlin
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Randy Neatherlin, Authority Member

DocuSigned by:
Eric Onisko
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Eric Onisko, Authority Member

DocuSigned by:
John Sheridan
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John Sheridan, Authority Member

Kevin Shutty, Authority Member

DocuSigned by:
Sharon Trask
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Sharon Trask, Authority Member

ATTEST: DocuSigned by: Tracy Becht
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Tracy Becht, Clerk of the Board

DATE: 7/11/2022

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Mason Transit Authority
Minutes of the Regular Board Meeting
May 17, 2022
Virtually and at
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

CALL TO ORDER: 4:01 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present Virtually via WebEx: Sandy Tarzwell, Chair; John Campbell, Vice-Chair; Wes Martin, Randy Neatherlin, John Sheridan and Kevin Shutty.

Authority Voting Board Member Present in Person: Cyndy Brehmeyer.
Quorum met.

Authority Voting Board Member Not Present: Sharon Trask and Mayor Eric Onisko

Authority Non-voting Board Member Present via WebEx: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present in Person: John Piety

MTA Staff present at T-CC: Amy Asher, General Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; LeeAnn McNulty, Administrative Services Manager, Jason Rowe, Operations Manager; Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

Others Present via WebEx: Robert Johnson, Legal Counsel; Deputy Mayor Schmit, City of Shelton.

PUBLIC COMMENT – [None (virtually or in-person).]

ACCEPTANCE OF AGENDA

Amy Asher, General Manager, requested an amendment to the agenda to provide for a new Item C under Action Items/New Business. This matter relates to a request received 90 minutes prior to the meeting by tenant Community Youth Services relating to lease space. **Moved** that the agenda for the May 17, 2022 Mason Transit Authority (MTA) regular board meeting be approved, as amended. **Sheridan/Campbell. Motion carried.**

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5. **CONSENT AGENDA**

Moved to approve Consent Agenda items A and B as follows:
A. Minutes of the MTA special Board meeting of April 19, 2022.
B. Payments of April 12 through May 11, 2022 financial obligations on checks#36331 through 36394, as presented for a total of $674,122.05.
Sheridan/Campbell. Motion carried.

6. **ACTION ITEMS – UNFINISHED BUSINESS** [None].

ACTION ITEMS - NEW BUSINESS:

A. **Electronic Signature Policy (POL-705)**.
Amy Asher, General Manager, shared with the Board that the MTA Policy Committee, consisting of Board members Randy Neatherlin and John Campbell, had met with staff and Legal Counsel to discuss this policy. She shared that since the policy was previously approved by the Board, this version is a complete revision of that initial version. This new version provides for the current use of electronic signatures and is written in a broader sense to include future technologies. It also provides for an approval procedure to be followed by MTA employees and shall be governed by the Administrative Services Manager in consultation with the General Manager and Legal Counsel, as appropriate. **Moved** that the Mason Transit Authority Board approve and adopt Resolution No. 2022-06 that approves the revised Electronic Signature Policy (POL-705). Commissioner Neatherlin shared that the Policy Committee had made a motion at its meeting to bring this policy forward to the Board for approval and, because the motion was made by the Policy Committee, a second was not necessary. **The aye votes were unanimous**. **Motion carried.**

B. **Recent OPMA Changes.** Robert Johnson, Legal Counsel to MTA, described the recent OPMA changes with the Board and staff. He indicated that some items were encouraged while others that were required. Mr. Johnson still recommends not video taping Board meetings. He stated that the public comment item must be placed on the agenda prior to any action items so that members of the public may present their comments to the Board prior to action being taken. Mr. Johnson also said that it was required that the minutes reflect the reason for going into Executive Session. The OPMA/PRA Emergency Proclamation will expire on June 1.

C. **Community Youth Services (CYS).** Ms. Asher described the circumstances to the Board as to why CYS had previously given up Space G201 at the T-CC, namely being the impacts of the COVID-19 pandemic. New CYS leadership currently sees a need to serve the community and would like to be able to lease the space that was relinquished in 2021. In reviewing MTA's Leasing Policy (POL-800), Ms. Asher indicated the policy provides for a request for proposals process. Due to the unique circumstances that caused the tenant to relinquish the space, Ms. Asher is requesting an exception by the Board to the Leasing Policy (POL-800) so that Community Youth Services may enter into a new lease with MTA for Space G201. **Moved** that the Mason Transit Authority Board hereby approves an exception to MTA's Leasing Policy (POL-800) to allow the previous Lessee, Community Youth Services, to return to

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Space G201 at the Transit-Community Center that it was previously leasing from Mason Transit Authority. **Sheridan/Campbell. Motion carried.**

7. **STAFF REPORTS:**

Ms. Asher briefly highlighted the following items:

General Manager:

- Ms. Asher will be meeting with U.S. Congressman Kilmer on May 27. The previously scheduled meeting had to be rescheduled as he was invited to attend various functions with President Biden while he was in town.

Financial:

- Decrease in operating costs and higher than anticipated sales tax revenue.
- The Finance team is preparing for the annual audit.

Operations:

- The Belfair Park & Ride will be opening on May 23 for those who wish to park their vehicles and use the Worker Driver Bus. Two Belfair routes will be picking up and dropping off passengers starting June 6.
- Jason is coordinating summer transportation support for events such as Moto-Cross and Forest Festival.
- Worker/Driver requests and services relating to the Belfair Park & Ride.

Facilities & Fleet:

- Currently working with the Policy Committee relating to facilities rentals and increasing costs.
- There is a nationwide chassis shortage, so it is an unknown as to when we will receive the vehicles that we have ordered.

8. **COMMENTS BY BOARD:**

- The Vice Chair shared that Mark Woytowich was an instrumental person in creating videos for MTA and many others in the community. He will purchase a condolence card and arrange for signatures by Board members. **Moved** that in recognition of Mark Woytowich and the subcommittee comprised of the Vice Chair and Board member Sheridan, that the Vice Chair shall head up the subcommittee and also be the official representative from MTA to speak at the Celebration of Life event. **Neatherlin/Sheridan. Motion carried.**

  The Vice Chair also agreed to serve as the lead and representative as stated in the motion. Board members may personally donate towards flowers for Mr. Woytowich's memorial.

- Board member Neatherlin complimented Ms. Asher and stated that MTA is well represented by her presence at the TIPCAP Committee.

- Board Chair Tarzwell indicated that one of the functions of the Board is to provide performance reviews of Ms. Asher. The General Manager Evaluation Subcommittee will consist of the Board Chair and Board members Martin and Trask. She shared that the subcommittee will meet soon to review and that more information will come.

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- The Board Chair stated that the next regular Board meeting will be on June 21, 2022.

Moved that the meeting be adjourned.

ADJOURNED 4:51 p.m.

UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
Regular Meeting
June 21, 2022 at 4:00 PM
On-line via WebEx and in person at:
Transit-Community Center Conference Room
601 West Franklin Street
Shelton